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Washington, DC 20546

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HOWI2560 - M016
REVISION B
APRIL 25, 2000

CODE M SPECTRUM MANAGEMENT/ REGULATORY POLICY PROCESS

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SPECTRUM MANAGEMENT / REGULATORY POLICY PROCESS

Approved and signed by

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DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		12-16-1998	
Revision	A	04-16-1999	Changes resulting from DNV Pre-Registration audit. Section 7, Record section, has been changed to agree with Retention Schedule in NPG 1441.1B
Revision	B	04-25-2000	Clarify process flow and quality products.

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1.0 PURPOSE

The purpose of this Code M OWI is to formulate Spectrum Management and Regulatory Policy within NASA. It prescribes the process for responding to inquiries/issues presented to NASA HQ concerning radio frequency spectrum management.

The Associate Administrator (AA) for the Office of Space Flight (OSF) is responsible for maintaining this document. The controlled version of the manual is available on the world wide web (WWW) via the HQ ISO 9000 Document Library for the ISO 9000 QMS at <http://hqiso9000.hq.nasa.gov>. By definition, any printed version of this OWI is uncontrolled. Any proposed revision to this manual is submitted by the AA for OSF or his designee. The AA for OSF or his designee, authorizes approval of the revision after an internal review by the Document Control Board.

2.0 SCOPE

This OWI includes the activity steps for the process that begins with the receipt of a need/issue or alert advisory pertaining to radio frequency management. The process ends with a disposition of the request either through existing policy or rulings developed by regulatory bodies within a national or international venue. The OWI applies to all Code M personnel who participate in the resolution of spectrum management issues.

3.0 DEFINITIONS

The following term(s) are used in this OWI and are explained below:

NTIA - National Telecommunications Information Administration - the National Federal Government Regulator discharging the Executive Office's Spectrum regulatory responsibilities under the Com Act of 1934

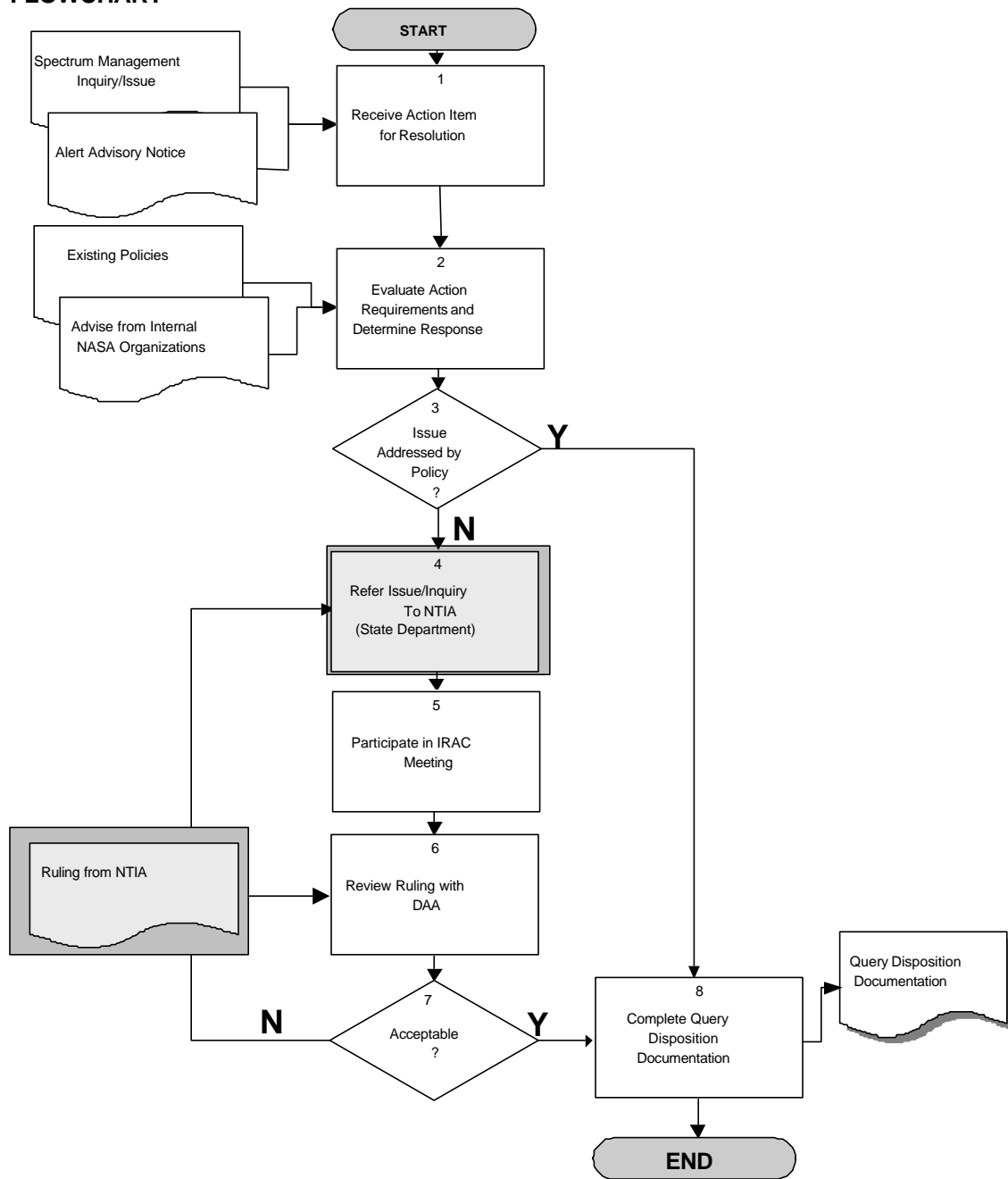
IRAC - Interdepartment Radio Advisory Committee - The policy advisory body to NTIA, of which the NASA Spectrum Policy and Planning Officer is a member

ITU - International Telecommunications Union - The international regulatory body for Radio Frequency system management

DAA - Deputy Associate Administrator for Space Communications

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5.0 FLOWCHART



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6.0 SPECTRUM MANAGEMENT/REGULATORY POLICY PROCESS STEPS

Spectrum management is mandated for NASA through federal regulations. NASA representatives serve on national and international advisory and working groups to develop new policy, when needed.

<u>Actionee</u>	<u>Flowchart Reference</u>	<u>Action</u>
Spectrum Policy & Planning Officer	1	Receive Spectrum management Inquiry/Issue requiring resolution
Spectrum Policy & Planning Officer	2	Evaluate action requirements and determine the response. As part of the evaluation, research existing policies. As appropriate, seek advice from other NASA organizations concerning the requested action. If the inquiry/issues are addressed by existing policy, proceed to Activity Step 6.
Spectrum Policy & Planning Officer	3	Refer the issue/inquiry to the National Telecommunications and Information Administration (NTIA) (Step 4), if the request is not addressed by acceptable existing policy.
Spectrum Policy & Planning Officer	4	In situations which involve International/ITU policy, the State Department is a participant in the process. Participate in the NTIA meetings assisting in the development of new policies.
Spectrum Policy & Planning Officer	5	Participate in Interdepartment Radio Advisory Committee (IRAC) meetings providing assistance with issue resolution and policy recommendations and development.
Spectrum Policy & Planning Officer and DAA	6	Receive ruling from NTIA and review with DAA. Sometimes the ruling will be passed through NTIA, but it originates in the ITU, if an international issue was presented.
Spectrum Policy & Planning Officer and DAA	7	If the ruling from the NTIA is acceptable to NASA, processing continues (Process Step 8). If the ruling from the NTIA is unacceptable to NASA, it is reworked by resubmitting the inquiry/issue to NTIA for further consideration.

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Spectrum Policy & Planning
Officer

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Complete query disposition documentation.
The products may range from a memo to the
record, an e-mail or a formal report.

7.0 RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	RECORD MEDIA: ELECTRONIC OR HARD COPY	SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/DISPOSITION
Query Disposition Documentation	M-7	M-7	Hardcopy	Schedule 8 Item 4.A	Retire to FRC 7 yrs after completion, cancellation or termination of the Related Program/ Project. Destroy when 5 years old.